



APPLICATION FOR RECORDS RETENTION SCHEDULE

861205-02

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Division of Curriculum Services Governor's Honors Program 1954 Twin Towers East Atlanta, GA. 30334	Application Number	87-14
Application Number		Date Received DEC 5 1986	Date Completed JAN 14 1987
2. Person to Contact Lonnie Love		Working Title Administrator	Telephone Number 656-5812
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1964		5. Records Series Title (followed by title used in office; if different) Governor's Honors Program Residential Staff Files	
Latest to Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one of more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Employment of Residential Staff for Governor's Honors Program: *1. Instructors, 2. Residential Assistants, 3. Technicians, 4. Administrative Staff Included are: Employment Applications, Acceptance of Employment Letters, Subject-Area Consultant Evaluations, Copies of Employment Contracts, Personnel Actions, Expense Statements, Recommended Teachers Lists, and related correspondence. 1. Current Staff Files(color coded by *position) - are filed alphabetically by employee name. File is arranged: 2. Applications for non-selected persons are filed in "INACTIVE FILE", alphabetically by name of applicant.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 15 ; Seven to twelve months old 15 ; Thirteen to twenty-four months old 10 ; twenty-five months and older 10 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1 ; Legal-size drawers ; Shelves ; Other (specify)			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? 1. Personnel Actions (Personnel Office), 2. Employment Contracts Management (Grants Management)
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other *School Year then,
(*August 1 - July 31)

- ☒ Hold in the current files area _____ month(s) 5 year(s); then NOTE**
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE** In the event a Staff Member is rehired in a subsequent year, remove the latest Application and Acceptance Letter from the inactive case folder and place in the current case folder.

OTHER: Applications for non-selected persons in the INACTIVE FILE are cut off at the end of each School Year; then held in the Current Files Area 5 years, then destroyed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy S. [Signature]</i>	12/2/86	<i>Yickie Baker</i>	12/2/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	1-8-87
		Secretary of State/Designee <i>Edward Wilder</i>	1/6/87
		Attorney General/Designee <i>[Signature]</i>	1/14/87

CONFERENCE NOTE

2/15/90

Vickie Oakes; RMO; Education

Phone Call

Pete Schinkel, RGS *pep*

RE: "Administrative Subject File," Governor's Honors Program.

NAME CHANGE: Division of Curriculum Services is now Division of General Instruction; Governor's Honors Program is now Gifted Education Program.

RELATED APPLICATION: Gifted Education Program, Div. of General Instruction Robert C. Byrd [Federally funded] Scholarship, "List of Recipients."

Ten, \$1500 scholarships can be awarded in each of the states ten congressional districts; Feds provide the money, Education awards the scholarship, and Georgia Student Finance and Investment Commissions handles the money.

Education is proposing infinite (permanent) retention of the list of recipients; Archives recommended infinite retention for list of Governor's Honors Program Participants (#87-43), and planning to develop new schedule application.

RGS Recommended that #87-43 be amended to include all honors/scholar/scholarship recipient/participant lists kept by Gifted Education Program, and recommended infinite retention. Ms. Oakes accepted the recommendation.

cc: Case file
Schedule #87-43 case file
Agency file
RG reading file

87-14

87-19

87-43

77-448-A

87-29